

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

11/26/03

Does not confer to Civil Service Status

POSITION: **Kitchen Supervisor/Cook (CDC)**

ANNOUNCEMENT# **SP 100-03**

NF-1101-03

Salary: Negotiable

LOCATION: MWR Dept., CDP & Youth/NSA

CLOSING DATE: Open until filled

Norfolk, VA 23511

AREA OF CONSIDERATION: Open

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Prepares menus for breakfast, lunch, and snack items. Ensures All USDA/CACFP program requirements are met, and all special needs children (special diets, allergies, restrictions) are included in each meal/snack plan. Ensures menu planning considers proper nutritional values and space/storage capacity/requirements to avoid spoilage and waste. Prepares purchase documents in accordance with regulations and local requirements. Purchases items with long shelf life in bulk to minimize costs. Sets up food storage areas with canned, boxed and/or frozen food items, and performs periodic inventories. Maintains accurate food inventory records and rotates stock items to prevent spoilage. Prepares menu record sheets, attendance records and food program meal count sheets, and completes required paperwork for USDA CACFP. Ensures that meals are prepared and delivered to all program participants within required parameters. Prepares and distributes a full range of simple breakfast, lunch and snack items in accordance with established cycle menus, USDA guidelines, and portion control standards and requirements. Prepares meals/snacks assuring foods are age appropriate, nutritious, and correctly seasoned and prepared to the correct temperature. Prepares and serves appropriate substitute food items/special diet items. Prepares food items from scratch whenever possible, utilizing commercial grade equipment. Wraps, arranges and/or packages items for serving to children. Prepares carts with appropriate utensils, bowls, plates, etc. necessary for family style dining. Transports food from kitchen areas to classrooms. Covers, dates, and stores leftovers according to established procedures. Follows sanitation standards when handling food and ensures foods are stored at the correct temperature to prevent bacteria growth. Follows safety procedures regarding operation of equipment to avoid personal injury or damage to the equipment. Cleans a variety of cooking utensils, equipment and work areas after each use. Follows established sanitation standards and maintains work areas in accordance with NAVMED P5010 and local standard operating procedures. Creates and initiates training program to teach Food Service Worker and Education Aid/Technician basic kitchen operation and requirements. Training needs to include location of food items, appropriate method of handling shortages/overages of food items, etc. Performs other duties as assigned, to include assisting with special events/dinners and social/recreational functions within the assigned Child Development Center. **Special Requirements:** Must satisfactorily complete background checks in accordance with Public Law 101-647 to include National Agency Check (NAC), present favorable pre-employment physical, evidence of immunization, and be free of communicable disease. Must return all background check and pre-employment information within three (3) days of employment. Must possess and maintain a Food Handlers Card. Must complete all Department of Navy (DoN) CDP training requirements within designated time frames, including CPR and First Aid, and completing Child Abuse Prevention and Reporting. (All required within 60 days of employment)

QUALIFICATIONS: A certificate of training from an accredited culinary program is preferred, but may be substituted by a minimum of 1 year of documented specific experience cooking in a commercial or industrial setting. Must possess the ability to operate, break down, and clean commercial equipment. Must possess the ability to plan and prepare a variety of hot and cold menu items for a large group. Must be able to execute adjustments and changes to meals in process to meet demand. Must know and adhere to all sanitation requirements, and maintain a passing sanitation grade at all inspections. Must know and adhere to all hazardous material storage and handling requirements for cleaning solutions. Must be 18 years of age and possess a high school diploma or equivalent. Must speak, read, and write English, be able to initiate and maintain all record-keeping requirements, and be able to communicate effectively with others. Must have the ability to read and understand all food service materials. Must know the tables of weights and measures, be able to convert between US standard and metric systems, and be able to compute and initiate changes in recipes during production. Must understand and comply with all USDA CACFP program requirements.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)